

Oshtemo Charter Township, a progressive, growing community in the Kalamazoo area, is seeking a retired or experienced Legal Secretary, one to two days per week, to help relieve a higher than normal current workload in the Township Attorney's Office. This person would be hired to enhance the effectiveness of the Attorney's office by providing support in communications, information procurement; following-up on delegated assignments and other tasks as deemed necessary in support of Township legal matters. The essential skills for this position include proficiency in documentation preparation, computer software (Word & Excel), excellent verbal and internal communications, dependability, office tasks and professionalism.

We offer a competitive salary. More information can be found at

www.oshtemo.org Please respond by September 16th, 2016.

Submit resume to 7275 W. Main St., Kalamazoo, MI 49009, Fax 269-375-7180, or

hellwegee@oshtemo.org Attention Ed Hellwege